

DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees on the current examination list.

**Location:** Garner Correctional Institution, Newtown CT

**Hours:** 40 hours per week, 1<sup>st</sup> Shift, M-F

**Salary:** \$50,838.00 - \$65,788.00 Annually

**Closing Date:** April 16, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to management.)

**General Experience:** (4) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:** One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Preferred Experience:** Candidates with the following skills and experience will be given preference: advanced computer skills in the Microsoft Office Suite (PowerPoint, Word, Excel and Access), experience creating executive presentations, intermediate skill working with spreadsheets, ability to create formulas, charts and spreadsheets in Excel, superior analytical and report writing skills, superior problem solving and interpersonal skills, ability to work independently and provide office management support to Managers and Directors, ability to multitask, outstanding organizational and office management skills. Knowledge of community release types and processes would be helpful.

**Selected Duties:** Screen letters, memos, reports and other materials to determine action required and may make recommendations to the supervisor, receive all telephone calls of the unit administrator, interact directly with Departmental officials, the public, and staff as a representative of the Unit Administrator, design office filing systems, maintain update and review manuals and reference material, research and assemble information from a variety of sources and prepare statistical/narrative reports. Assist manager by interpreting policies and procedures and troubleshoots by relieving manager of as much administrative detail as possible. Answer questions requiring knowledge of terminology, organization, supervisor's responsibilities and other related information, arrange and coordinate, meetings, write minutes of meetings, lectures, conferences etc from rough draft. Make travel arrangements, prepare expense accounts, Collect the Wardens mail throughout the housing units and the facility as required, will do other related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) to:

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**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.